

NONDISCRIMINATION POLICY

The Barre Technical Center does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, age, or disability in admission or access to, or treatment or employment in its' programs and activities. Any person having inquiries concerning the Centers' compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is director to contact Penny Chamberlin, Director, Barre Technical Center. (802) 476-6237

INDEX

Academic Honesty.....	15
Academic Honors & Awards.....	17
Age of Majority Form.....	28
Alcohol & Drug Abuse.....	7
Attendance Procedures.....	24
Bell Schedules	27
Bullying	3
Calendar.....	29
Conduct.....	3
Closing/Delayed Opening.....	12
Computer Network	11
Controversial & Sensitive Issues	15
Discipline Procedures.....	21
Due Process	23
Educational Environment	10
Exams (Mid-Terms, Finals).....	16
Faculty & Administration	2
Field Trips.....	17
Evacuation Drills.....	13
Harassment Policy.....	4
Hazing Policy	5
Health Services	19
Lockers	13
Lunch.....	12
Marking System.....	16
Non-Discrimination Policy	Inside Front Cover
Phone Directory	Back Cover
Progress Reports.....	16
Property (School & Personal).....	13
Report Cards.....	16
School Day	12
Search & Seizure	23
Student Services & Educational Support	20
Student Vehicles.....	14
Suspension.....	21
Visitors to School	12

Barre Technical Center

155 Ayers Street - Barre, Vermont 05641

Phone (802) 476-6237 - FAX (802) 476-4045

Website Address: www.barretechnicalcenter.org

ADMINISTRATION

Penny Chamberlin	1138	Technical Director
Scott Griggs	1045	Technical Assistant Director

FACULTY

Wendy Clark	2175	Culinary/Hospitality
Sheila Cleary	1137	Cooperative Education Coordinator
Steven Coultas	1030	Building Trades
Christina Currier	2020	Cosmetology
James Ficken	1189	Plumbing & HVAC
Kathi Fuller	1258	Tech. Center Spec. Services
Kristen Getler		PTO Harwood (244-5186)
Lori Hebert	1022	Human Services
Sherburn Lang	1320	Medical Services
Amy Lester	1156	Guidance
Lori Matava	1020	Cosmetology
William McColgan	1028	Automotive Technology
Penny Moran	1175	Culinary/Hospitality
Lola Noyes, RN	1151	School Nurse
Ric Nudell	1177	Digital Media Arts
Paul Parsons	2137	BTC Pre-Tech Outreach
Michael Reardon	2124	Pre-Tech Program
Andrea Richardson	1420	Cosmetology
Dotty Ricks	1135	Adult Technical Education
Edward Stout	2016	Electrical Program
Dave Schilling		PTO Cabot/Twinfield (563-2289)
Sandra Wetzel	2133	Business Education

CHAPTER 1: GENERAL RULES & EXPECTATIONS

All students are responsible for knowing and abiding by the regulations in this handbook which has been approved by the Spaulding Union High School District #41 Board of School Commissioners. The contents of this handbook will be revised or modified periodically, either by action of the Board of School Commissioners or by changes adopted by the administration.

The administration of the Barre Technical Center and the Barre Supervisory District and the Spaulding Union High School District Board of School Commissioners reserve the right to make individual decisions for unique situations which are not explicitly covered in this handbook.

Parents/Guardians have the right to access their child's teachers' credentials and experience.

AGE OF MAJORITY

All students who reach the age of majority (18 years old) while still enrolled at the Barre Technical Center are subject to all the policies and regulations of the school. We encourage students and parents to sign the *Age of Majority* notification located at the back of this handbook. This form must be signed and returned to the tech center office.

SCHOOL CONDUCT

The conduct of our students should always reflect respect for self and for others. Basic standards of civility are required at all times. Inappropriate physical contact is not allowed. These expectations apply at all school events.

Bullying

According to VT., State Law Act 117 Sec. 1. 16 V.S.A. 11(a)(32), "bullying" is defined as any overt act or combination of acts directed against a student by another student or group of students that:

- (a) is repeated over time
- (b) is intended to ridicule, humiliate, or intimidate the student
- (c) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or a school-sponsored activity.

Spaulding High School and Barre Technical Center believes that bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated.

To report an instance of bullying, anonymously or non-anonymously, reports may be made to any school administrator.

POLICY ON PREVENTION OF HARASSMENT OF STUDENTS

I. Purpose

Our school is committed to providing a safe and supportive school environment in which all students are treated with respect. The policy on prevention of harassment applies to incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

The purpose of this policy is to prevent harassment as defined in 16 V.S.A. 11(a)(26) and amended by Act 91 of 2004, and to ensure that the school's responses to allegations of harassment comply with 16 V.S.A. 565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school employees.

It is the intent of the school to apply and enforce this policy in a manner that is consistent with and protects students' rights to free expression under the First Amendment of the U.S. Constitution. The school represents and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the school does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

II. Definitions

A. Harassment

(1) "Harassment" means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or educational access to school resources or creating an objectively intimidating, hostile, or offensive environment.

(2) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:

(a) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:

(i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.

(ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

(b) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.

(c) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, sex, sexual orientation, gender identity, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

III. Reporting of Student Harassment Complaints

A. A student who believes that s/he has been harassed, or witnesses conduct that s/he believes might constitute harassment, should report the conduct to the director or assistant director, or to the guidance coordinator. The following Director, Assistant Director, and Guidance Coordinator can be seen in the technical center office of the Center or reached at 476-6237: Penny Chamberlin, Scott Griggs, Amy Lester.

B. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

For a complete copy of the school's harassment policy please contact the Administrative office at 476-6237.

POLICY ON PREVENTION OF HAZING OF STUDENTS

I. Purpose

It is the purpose of the Barre Supervisory Union School District to ensure that all its schools provide safe, orderly, civil and positive learning environments. Hazing is unlawful and has no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

II. Definitions

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. If hazing occurs on or off school grounds, it will be subject to this policy.

Examples of hazing include:

Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or

Any type of physical activity such as sleep deprivation, exposure to the elements, Confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or

Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to risk of harm; or

Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing as defined above.

Hazing shall not include an activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the School Board of the district and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the School Board, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

“Organization” means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.

“Pledging” means any action or activity related to becoming a member of an organization.

“Student” means any person who: (1) is enrolled in any school or program operated by the District, (2) has been accepted for admission into any school or program operated by the District, or (3) intends to enroll in any school or program operated by the District during any of its regular sessions after an official academic break.

III. Reporting of Hazing

Students who have reason to believe that an incident of hazing might or did occur should report such belief to any coach of an extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the principal of the school, or, in the event of the unavailability of the principal, the superintendent. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the report.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33 V.S.A. 4912 (2) and 33 V.S.A. 6902 (1), (7) and (9). To the extent a staff member is a mandatory reporter of suspected child abuse or neglect of disabled adults, reporting a suspected incident of hazing to the principal does not relieve the reporter of any obligations additionally to report such suspicions to the Commissioner of the Vermont Department of Social and Rehabilitation Services as set forth in 33 V.S.A. 4914 or to the commissioner of the Department of Aging and Disabilities as set forth in 33 V.S.A. 6904.

If the school district determines that hazing has occurred, the incident shall be reported to the law enforcement agency.

IV. Investigation of Reports of Hazing

An administrator, or in the event of the unavailability of an administrator, the superintendent, upon receipt of a report of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and

thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten school days.

V. Disciplinary Action

If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in the discipline policy.

If the investigation concludes that two or more students from the same athletic team or other co-curricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Nothing in this policy shall limit or preclude the district from disciplining a student or other person affiliated with the district under any other district policy as well as under the terms of this policy.

VI. Reporting Incidents of Hazing to Law Enforcement Officials

All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (20 U.S.C. 1232g and 34 C.F.R. Part 99). Accordingly, information deriving from student records (if the information is obtained through other means, the restrictions of FERPA do not apply) which is personally identifiable, may not be disclosed without parental consent unless it meets one or more of the exceptions specified in 34 C.F.R. Part 99. Certain of these exceptions, depending upon whether the circumstances meet the conditions set forth in those exceptions, may permit the reporting of hazing to law enforcement officials. Those relevant exceptions are:

1. Where there is a health or safety emergency;
2. Where the information has been subpoenaed; or
3. Where the records in question are created and maintained by a law enforcement unit established by the school

ALCOHOL & DRUG ABUSE POLICY

It is the philosophy of the Barre Technical Center that the greater the knowledge all students have about the effects of substances on the human mind and body, the more able they will be to make decisions concerning the use or non-use of these substances, and the less likelihood there will be abuse.

The use of drugs and/or alcohol and the unlawful possession of legally controlled substances, as defined by federal or state statute, on school grounds or at school sponsored events is unacceptable.

Drug convictions may jeopardize a students' eligibility for college financial aid.

Our school will provide for the care of students during any suspected substance abuse incident until the parents

and/or, if necessary, other agencies are contacted. A climate shall be created and resources provided whereby students may seek and receive counseling about alcohol, other drugs, and related problems without fear of reprisals by a member of the school staff.

Reported or Suspected Use

The school staff member shall use his/her best judgment to decide which of the avenues listed below to initially follow:

To listen and discuss in confidence the situation as related by the student.

To urge the student to talk to parents or guardian.

To consult with or refer the matter to the administration, nurse, guidance counselor and/or other appropriate personnel including law enforcement.

Unless there is compelling reason to believe it is not in the student's best interests to do so, the school personnel will see that the parents/guardian are informed in a timely fashion.

Possession of Alcohol and Other Drugs

If a student is found possessing and/or using alcohol and other drugs while under school jurisdiction, the following procedures will be followed:

The school administration shall be notified immediately.

The parent or guardian shall be notified immediately and requested to come to school and take the student home. If the parent or guardian is unable, unwilling, or fails to respond, an administrator will take whatever steps necessary to remove the student from the school's care and responsibility. The parent/guardian shall be subsequently informed of penalties for the immediate offense and any subsequent offense.

All other procedures taken by the administrator shall be within the confines of the law. These may include but shall not be limited to:

- consultation with school staff members
- consultation with mental health personnel
- consultation with school nurse
- suspension in accordance with established policy regarding suspension
- referral to appropriate agencies with compulsory personal consultation involving student and parent/guardian about the problem as a condition of reinstatement
- referral to law enforcement
- referral to the School Board for disciplinary action which may include expulsion in accordance with established policy

Under the Influence of Alcohol or Drugs

The school establishes and maintains the following procedures to deal with students who may have an episode with drugs and/or alcohol.

The school staff member observing abnormal and/or erratic behavior of a student shall notify an administrator of the student's behavior. It shall be the responsibility of the administrator and/or a designated representative to observe the student and/or remove the student to the nurse's office. In the absence of a nurse's office, an appropriate area should be designated.

The nurse, or in the nurse's absence, an administrator shall proceed as follows:

If it is felt that a potential emergency that may threaten the student's life exists, the student shall be taken to the hospital and the parent/guardian shall be notified as soon as possible.

If immediate medical attention is not required, the parent/guardian shall be notified and shall be required to remove the student from the school.

If the parent/guardian is unable, unwilling, or fails to respond, the assistant principal or designated representative will take whatever steps are necessary to remove the student from the school's care and responsibility, using such appropriate agencies as social services, medical or law enforcement.

Distribution of Alcohol or Other Drugs on School Property or at School Functions:

- Appropriate law enforcement agencies shall be summoned.
- The parent/guardian shall be summoned.
- Automatic suspension and immediate referral to the School Board for disciplinary action which may include expulsion in accordance with established policy.

Programs and Services:

A. Educational Programs--- Barre Technical Center shall provide the following programs:

- Age appropriate Alcohol, Tobacco and other Drug (ATOD) prevention education programs for students in compliance with curriculum guidelines established by the Department of Education.
- Student Assistance Programs (SAP) offering individual and family support, screening and referral for ongoing treatment services.

B. Self-referral for Assistance with Substances

- When a student recognizes that he/she has a problem with substance use and chooses to do something about it.
- A student who seeks assistance of any staff member shall be offered educational resources, individual or group counseling and/or referral to a community agency. These services shall be provided without consequences providing all these conditions are met:

- ◇ The student is self-referred, not “reported” in violation of school or legal policies.
- ◇ There is no immediate apparent threat to harm self or others.
- ◇ A commitment is made to develop a rehabilitation plan .

C. In-School Support and Referral System

- Appropriate school personnel shall be available to consult with students whose behavior or performance may indicate a problem with substances (hereafter “abuse”).
- In addition, all school personnel who observe academic, social or personal behavior of a student that may indicate substance abuse would be expected to follow their adopted school’s policy and discuss their observations and concerns with the student.

D. Community Support and Referral System (Please see your high school board policy).

EDUCATIONAL ENVIRONMENT

Research tells us that an appropriate educational environment contributes to the success of a school. In order to establish and maintain the most productive school environment for our school we need your help!

Dress Code

Students may not wear:

- head coverings (hats, bandanas, etc.)
- sunglasses
- clothing with crude, sexually suggestive messages
- clothing with alcohol or drug endorsing messages
- clothing with harassing or derogatory messages
- clothing which exposes undergarments, midribs, backs or cleavage

If students are in violation of the dress code they will be given an opportunity to change or cover up if possible. If they are unwilling or unable to do so, they will be sent home immediately.

Public Displays of Affection

Inappropriate and overactive public displays of affection can possibly lead to sexual harassment charges. Lewd or inappropriate affection (extended/prolonged kissing, touching, fondling, etc.) is not allowed and can result in administrative action.

Cell Phones and Personal Listening Devices (IPODs, MP3s, etc.)

Cell phones are allowed to be used before and after school, during passing times and lunch. Cell phones need to be turned off and put out of sight during class time. Students who fail to do so will be subject to administrative action. Personal listening devices such as IPODs are allowed to be used before and after school and during lunch. They are not allowed during passing time due to safety concerns. Students who fail to abide by the above will be subject to administrative action.

Posters and Announcements

All posters and announcements that students wish to put up must be officially approved by the administration.

COMPUTER NETWORK - Acceptable Use Policy

The primary purpose of the school's Computer Network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. The Computer Network is intended to enhance the established school curriculum. The network serves as a resource for improving and enriching teaching and learning at the Spaulding High School and Barre Technical Center Campus.

Student use of the Computer Network is a privilege, not a right. Deliberate inappropriate utilization can result in cancellation or restriction of access privileges, as well as disciplinary or legal action. Intentional unacceptable behaviors include, but are not limited to, the following:

- involvement in any activity prohibited by law
- the storage, hacking, including the accessing, or transferring of, unnecessarily large files
- attempting to establish commercial ventures on the network
- involvement with on-line games
- storing or transferring obscene materials
- transferring "chain" type letters
- sharing passwords and log-ins or information in violation of maintenance of student records policy

All users shall assume responsibility - legal, financial and otherwise - for their actions when using the Computer Network. All users of the network will be held accountable for use of their computer accounts. Any inappropriate action or activities on the Computer Network will be considered an action of the account holder. Thus, passwords shall not be shared or transferred. Responsible use of the Computer Network prohibits:

- interfering with normal and proper operations of the network or Internet
- adversely affecting the ability of others to use equipment or services
- conducting oneself in ways that are harmful, harassing, or deliberately offensive to others
- using the Internet for any illegal purposes
- using the computers or network for any illegal purpose
- using computer files that do not belong to the user
- copying protected software, including school owned software, without authorization from the copyright holder

The school maintains and manages the Computer Network in such a way as to ensure availability and reliability in performing its educational mission. This requires the ability and authority to inspect any and all materials transferred and stored within the network by any and all users. Therefore, accounts of users are not private and may be accessed by system administrators or their designee(s) for any reason at any time without prior notice to the account holder.

All students who wish to access the Computer Network must sign an "Acceptable Use Network Contract" before gaining privileges. This gives students access to the World Wide Web, the Internet, and electronic mail (e-mail). If the student is under age eighteen, parents must cosign the contract.

SCHOOL DAY FOR STUDENTS

The Technical Center day begins at 8:30 a.m.

The Technical Center day ends at 12:50 p.m and lunch will be 12:55 pm to 1:18 pm. All technical students need to leave the technical center program areas by 1:20 p.m.

Failure to abide by the above procedures will result in administrative action, to include losing the privilege of being on campus before or after school.

CLOSING or DELAYED OPENING OF SCHOOL

If adverse weather conditions cause school to be closed or delayed, an announcement will be made by the Superintendent by 6:30 AM on local radio stations (WSNO, WORK, WSKI, WDEV) and television stations (WCAX & WPTZ). Everyone should also receive an automated phone message. If you do not receive a message please call and inform us so we can take care of it.

With a delayed day, the Barre Technical Center will begin classes at 9:45 a.m.

VISITORS TO SCHOOL

All visitors to the Barre Technical Center must sign in at the technical center office. Students must have approval from their teachers and an administrator prior to bringing a visitor to school (forms are available in the office). Adults who wish to visit a class are asked to notify the administration 24 hours in advance, administration will notify the program teacher whose class you intend to visit.

All visitors are expected to check in (and later check out) at the technical center office and to secure a Visitor Pass. Visitors must stay with their hosts at all times during the school day. The Barre Technical Center encourages only those visitors who are considering enrollment into technical programs. General visitors for the entire school day are not encouraged.

To ensure an appropriate educational environment, no visitors are permitted the week before final exams, the short school weeks (with holidays), or the week before school vacations without first securing permission from an administrator, who at his/her discretion may grant exceptions.

LUNCH PERIODS

Students will have an assigned lunch period at the end of their tech. program day and must report to the cafeteria during their assigned lunch period. Misbehavior may result in disciplinary action. All students are expected to attend lunch during their lunch period.

EVACUATION DRILLS

Vermont statutes require that a fire drill be conducted at least once each month during the school year.

Directions for evacuation drills are posted in every room. The signal for a evacuation drill is given by a special fire alarm. When this signal for the drill is given, all students should follow the directions promptly and quietly. Proceed rapidly and in good order through an exit to the outside. Move away from the building; do not stand in the driveways or the street. Remain outside the building until directed to reenter.

To better respond to emergencies, all students must remain with their teachers after evacuating the building. Attendance will be taken. Students will be held accountable for their attention to this matter.

PERSONAL PROPERTY

The school is not responsible for the loss or damage of personal property. Each student is responsible for the care and safety of his/her own personal property or possessions.

SCHOOL PROPERTY

When the school loans public property to students, we expect these items to be returned in a condition that allows them to be loaned again following their return. Students are responsible for exercising necessary care and security of all school books, supplies, and equipment loaned to them. Any loss, theft, or failure to account for items issued by the school will result in a financial charge being levied.

Failure to account for loaned public property or to pay for them will result in the student's report card being withheld until financial settlement has been made.

Students may not use skateboards and roller blades on school property and should store these items in their lockers during the school day.

STUDENT LOCKERS

Our school makes available to each student a locker for his/her clothing, books, and other belongings. Students will be responsible for the care and condition of that locker. Any problems, such as locks that work improperly, should be reported to the Administrative Office immediately.

Students should clear lockers during vacation periods in December, February, and April so that they can be cleaned. At the end of the year each student must clear his/her locker. After the close of school in June, the school shall dispose of remaining locker contents as deemed appropriate.

STUDENT VEHICLES

Parking on school property for sending school students **IS NOT** available beginning August, 2011. Parking in school lots requires a school pass issued when the student registers the vehicle with the Spaulding Assistant Principal's Office and will only be issued upon need and pre approval of BTC administration. Acceptable reasons for a temporary pass would be: Co-Op, Job, scheduled work on vehicle in Auto Program or special request per parent that would involve student having to arrive late or leave early for personal appointment.

By parking on school property, students demonstrate acceptance of the following conditions by implied consent. Students unwilling to accept these terms should decline to park on school property, and should seek available parking on nearby city streets.

1. **Students park vehicles on school property at their own risk.** The school disclaims responsibility for loss of contents or damage to vehicles in the school owned parking lots.

2. Students will drive on school property in a safe manner at all times, respecting the rights of pedestrians, adjacent property owners, and other drivers.

3. A student parking lot is located across the bridge from the school at the corner of Boynton and Ayers Streets for Spaulding High School students. Students from sending high schools of the Barre Technical Center will not have access to parking on school property and are asked to ride designated bus service to and from schools. If students are found to park in areas not assigned, a ticket and warning will be issued.

4. When students arrive at school, they are expected to park and lock their vehicles in the assigned area. The driver and the occupants are expected to exit the vehicle immediately, and they are not to return to it without written permission or until the end of the student's school day.

5. **Unauthorized or illegally parked vehicles may be towed without notice and at the expense of the owner.** In addition, vehicles parked in fire lanes, handicapped parking or crosswalks, or blocking hydrants may be ticketed by the police.

6. The law allows searches of vehicles (by school administration) on school property to be conducted if there is reasonable suspicion to believe that a violation of school policy or law has been committed. If prohibited items are found they will be confiscated and a report will be made to the Principal (or designee) who will determine whether further investigation is warranted.

The administration reserves the right to suspend the privilege of any student to drive on school grounds.

CLOSED CAMPUS

The school operates on a modified closed campus basis. Students must check in when they arrive, and they must check out before they leave for reasons other than their regularly scheduled departure. The parking lots are off limits to students during school hours unless they have authorization, or they are arriving at or leaving school.

PROCEDURES FOR CHANGING CLASS SCHEDULES for Spaulding High School Courses

Questions or concerns related to your technical program schedule will be managed by Amy Lester, Guidance Coordinator in the Technical Center Office.

CONTROVERSIAL & SENSITIVE ISSUES

In the course of a student's education at school, topics may be presented which could cause discomfort in light of a student's or families' personal beliefs. If this occurs, students and/or their parents/guardians may request an alternative educational experience. This request should be made to the student's teacher.

ACADEMIC HONESTY

Academic Integrity matters at Barre Technical Center. It represents a student's commitment to honesty and respect with teachers and among peers. It also demonstrates a student's responsibility for his/her own learning. Integrity is an integral part of the school's mission.

Academic misconduct, intentional or unintentional, is unacceptable at Barre Technical Center. At Barre Technical Center, misconduct is defined as cheating, plagiarism, falsification, interference, and/or complicity.

- Cheating – providing or receiving unauthorized assistance in any school work or tests. (ex. Copying from another student, using cheat sheets, or technology to cheat; stealing copies of tests or exams)
- Plagiarism – presenting someone else's ideas, words, or graphics as your own without giving credit to the original author (ex. Purchasing a term paper online, copying and pasting from a website without giving credit, submitting another's paper as your own, following the original sources too closely.)
- Falsification – falsifying or inventing information, data, or citations in academic assignments; forging signatures on school-related documents.
- Interference – interference or obstructing another student's academic work (ex. Stealing notes, tearing pages out of books, hiding resources.)
- Complicity – copying or allowing another student to copy academic work, unauthorized collaboration on academic work, working in groups without approval from a teacher.

A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or deception. Administrative discretion may lead to disciplinary action.

MARKING SYSTEM FOR REPORT CARDS & TRANSCRIPTS

A+ = 99 - 100 = 4.33 GPA	D+ = 67 - 69 = 1.33 GPA
A = 94 - 98 = 4.00 GPA	D = 64 - 66 = 1.00 GPA
A- = 90 - 93 = 3.67 GPA	D- = 60 - 63 = 0.67 GPA
B+ = 87 - 89 = 3.33 GPA	F = Below 60 = 0.00 GPA
B = 84 - 86 = 3.00 GPA	I = Incomplete*
B- = 80 - 83 = 2.67 GPA	
C+ = 77 - 79 = 2.33 GPA	
C = 74 - 76 = 2.00 GPA	
C- = 70 - 73 = 1.67 GPA	

PROGRESS REPORTS and REPORT CARDS

Progress reports are issued by teachers directly to the student at the midpoint of each marking period. All students will receive progress reports from each of his/her teachers. Students must take these progress reports home to be signed by a parent or guardian and return the form to the subject teacher who issued the progress report.

"Academic Alerts" are academic reports of student progress which may be mailed at any time by a teacher if he/she believes that an updated status report is warranted.

Report cards will be issued directly to students for the first three marking periods, and will be mailed to student homes following the close of school in June. Technical Center grades are faxed to the sending schools to be placed on their report cards. Students are expected to take their report cards home to their parents or guardian.

MID-TERM and FINAL EXAMINATIONS

(Reference school calendar for dates of exams.)*

During midterm and final exams, all students are expected to be present at the prescribed dates and times for each of their final exams.

All Barre Technical Center students are expected to be present in their technical program when not taking a final exam at his or her sending high school.

If a student must arrange for an alternative exam due to death in the family, religious holiday, court appointment or crisis situation over which he/she has no control, he/she must obtain prior approval from an administrator. If the student is absent from an exam without prior permission, the school will only accept doctor supported,

court/police supported or social agency excuses, or evidence of a legitimate crisis over which the student had no control. ***Oversleeping, missing a ride, or forgetting are not acceptable excuses.***

**School cancellation for inclement weather, etc. may cause school calendar adjustments and change these dates.*

FIELD TRIPS

No student can be required to attend any field trip. *However, students who are not going to attend a Barre Technical Center sponsored field trip must remain either at home or his/her sending high school. Please do not come to the Center if your program is off site for a field trip.*

All school rules are in effect during a school sponsored trip. Students are expected to abide by all rules from the time they depart until they arrive back at school. Students represent the Barre Technical Center wherever they are.

Each student is to return to the teacher or head chaperone a completed approval form prior to going on the trip.

Teachers will notify administration in writing of all students participating in the field trips five school days prior to leaving on the trip.

Students participating in field trips are responsible for making arrangements to make up all work missed within two school days of returning to school from the field trip, this includes work missed in high school's academic companion courses.

NATIONAL TECHNICAL HONOR SOCIETY

The purpose of the National Technical Honor Society, NTHS, is to honor student achievement and leadership, promote educational excellence and enhance occupational opportunities for the student members. The National Technical Honor Society supports student members by:

- Rewarding excellence in workforce education
- Developing self-esteem and pride in work
- Encouraging students to reach higher levels of achievement
- Promoting strong values - honesty, responsibility, initiative, teamwork, leadership, citizenship, scholarship
- Building a strong positive image for workforce education in America

Students from the Barre Technical Center may be considered for membership after being enrolled for a total of 2 blocks in any Technical Center Program. Students are required to have a minimum GPA of 3.67 in their Technical Program and a 3.0 GPA in their Academic course work, have no more than 2 absences per quarter, and demonstrated excellence in attitude, character, dependability, safety awareness, and teamwork.

Teacher's Choice Award

CRITERIA: A student must have a B average or higher in the class, no unexcused absences, cooperative behavior, friendly, and a positive attitude.

Student's Choice Award

CRITERIA: A fellow student with good workplace skills, "a fellow student who you would want on your team in a group project situation", dependable, reliable and takes ownership. A student who works at making the teacher as effective as possible and helps move the class deeper into the subject area.

Other Technical Center Awards

Perfect Attendance Awards
Nontraditional Students Awards
Outstanding Sending School Students
Outstanding Student of the Center Award

CHAPTER 3: HEALTH SERVICES

STUDENT HEALTH SERVICES

Our campus employs a full-time school nurse, assisted by an associate nurse, who provide health appraisal and supervision, health counseling, emergency and first aid care, control of contagious illness and serve as advocates for students. Health office staff are available for consultation with parents on health issues, and serve as resources for faculty and staff.

Injury and Accident

Any person recognizing a medical emergency must report it immediately to the faculty member in charge of the activity. The adult in charge shall carry out emergency care procedures, retaining responsibility until relieved by school or medical authority.

The nurse will provide first aid emergency care when it is needed.

Transportation of the ill or injured student shall be provided by parents unless the illness or injury is such that the use of an emergency vehicle is required or the parent is unavailable.

After every injury, an official accident report form will be completed by the faculty member and turned in to the Administrative Office.

Immunizations

Immunizations against measles, German measles, diphtheria, tetanus, polio and Hepatitis B are now required by Vermont law unless an exemption is requested for medical, moral, or religious reasons.

Immunizations must be up to date or students will not be allowed to attend school. Transfer students will be given a reasonable amount of time to provide proof of immunization.

Reporting New Illness

Students should report any new illness, including allergies, to the school nurse as they develop. Students must also inform the school nurse of any physical disability or chronic illness that requires daily medication.

In case of illness at school, parents will be notified and requested to provide transportation to the student's home. When parents are contacted, they assume responsibility for the student leaving school. If a parent is not available, the main office should be informed.

The school nurse and the Technical Center office should be notified if a student will be absent from school for an extended period of time.

Medication

The school nurse should be notified by parents or guardians if a student is on any long-term medication not being taken in school. If necessary, and with parental approval, the nurse will notify the student's teachers of any significant effects of the medication.

Over-the-Counter Medications: The school stocks a limited supply of certain over-the-counter medications to be given at the discretion of the school nurse and with parental approval. In general, the school considers the use of such medicines in school to be a decision between the student and his/her parent or guardian.

Prescription Medicines: Unless special arrangements are made through the school nurse, students are not allowed to carry and self administer prescription drugs at school. These drugs should be given at home whenever possible. If they need to be given during school hours, the following regulations apply:

- Medication must be brought to the school nurse in a container labeled by the pharmacy or physician, with the name of the student, name of the medicine and the prescription number, dosage and time of necessary administration.
- Prescription medicines must be accompanied by a doctor's written instruction. Written permission from a parent or guardian is also necessary.
- The medication will be kept in a locked cabinet in the health office, and given by the school nurse at the proper time.
- Parents have the option of coming to school and personally giving medicine to their children.

OTHER STUDENT SERVICES

The school can provide support for students struggling with substance abuse, high risk behaviors, and personal crisis that have a serious impact upon the student's ability to function effectively in school. Spaulding High School and Barre Technical Center provides access to a variety of services. Contact the Guidance Coordinator Amy Lester (476/6237), or your individual counselor for assistance.

STUDENT LEARNING SERVICES & EDUCATIONAL SUPPORT

At the Barre Technical Center, we deliver a variety of special services and programs as part of our overall educational support system. Our goal is to provide support so that all students will achieve academic success.

Instructional support services include:

The Student Support Team consists of a range of support services. A core team, receives referrals and acts as an intervention and planning team to support all students in achieving Vermont Standards, and experiencing academic success. Referrals are made through the center's guidance coordinator in the Technical Center main office.

For questions regarding educational supports for your child, please contact the special services office through the Barre Technical Center administrative offices.(476-6237)

Special Education and related services are provided to all eligible children with disabilities, grades 9-12. Eligibility and need for special education services are determined individually, based upon the results of a comprehensive evaluation.

CHAPTER 4: STUDENT DISCIPLINE PROCEDURES

The discipline procedures at the Spaulding High School and Barre Technical Center are intended to promote a safe, orderly and civil school environment in which learning can take place. Students are encouraged to share responsibility for creating a positive school environment. However, when students need support in practicing self governance, faculty and staff are available to provide or recommend appropriate interventions such as student and/or parent/teacher conferences, conflict resolution, or the Tobacco Education program.

Definitions

An "*infraction*" is a violation of a policy, rule or regulation approved by the Board of School Commissioners or a violation of any criminal statute.

"*Suspension*" shall mean a suspension from attendance at the school, presence on school property, and participation in school activities for a period of up to 10 school days, and the suspension from or participation in any school function. It is considered a disciplinary absence. Students must contact their teacher within 2 school days of their return to arrange to make up missed work. Alternatives to out-of-school suspension may be devised for students with IEP's containing behavior plans.

Suspension

Suspension, out of school, counts as a disciplinary absence, and shall be used as a consequence for the following infractions:

- **1. Forging or altering notes or office forms, or tendering such notes or forms, or misrepresentation via the telephone.
- **2. Stealing, defacing, damaging or destroying school property or property of others
3. Leaving the school building without prior authorization of school officials
- **4. Failure to carry out reasonable requests and directions from teachers and administrators
5. Actions which threaten to disrupt or interfere with the orderly processes of the school (or school related activities) or which threaten the health, safety, and/or welfare of the students
6. Possessing, consuming or being under the influence of illegal drugs or alcoholic beverages.

- **7. Smoking, chewing or visibly possessing tobacco on school property or at school events (First time offenders will be given the option of participating in a Tobacco Education Group as an alternative to suspension)
8. Fighting or striking others
9. Menacing, threatening, instigative or assaultive behavior
10. Abusive, crude, or vulgar language or gesture
11. Possession of a weapon in school, on school property, or at school events or activities
 - a. any object *used* or *brandished* as a weapon will be considered a 'weapon'
 - b. possession of a *dangerous or deadly weapon** will result in an immediate ten (10) day suspension with a required recommendation for expulsion
- *a 'dangerous or deadly weapon' is defined as a gun, firearm silencer, poison gas, martial arts weapon, crossbow; grenade, bomb, mine, or similar explosive or incendiary devices, or the parts that may be readily assembled into these items; or brass knuckles, blackjack, sword, bayonet, throwing knife or star, switchblade, flip knife, straight razor, butterfly knife, dirk, sheath knife, bowie knife, or dagger, or any tool that has as one of its components a knife blade
12. Making, issuing, or communicating by any means a threat that a dangerous or deadly weapon has been or will be placed or used on school grounds or property or any school - related event
13. Hazing (see policy on page 5)
14. Harassment (see policy on page 4d)
15. Failure to attend scheduled classes, disciplinary study hall, or Assistant Principal's Detention
16. Bullying (see definition page 3)
17. Safety violations

** *The administration may choose alternatives to suspension for these infractions.*

Suspensions for up to five (5) days per incident may be made by the principal/director or designee. Suspensions of longer than five (5) days may be imposed only with the approval of the Superintendent who shall determine, based on the facts and circumstances of the infraction, whether a longer suspension is in the best interests of the student or the school system. Should the Superintendent believe that a suspension longer than ten (10) days is warranted, he/she shall proceed in accordance with the regulations defining expulsion.

Subsequent suspensions for any cause during the course of one school year may result in a review of the student's record and a conference between an administrator, student, and parents or other persons having legal control.

Removal from Technical Programs

Whenever a student's behavior becomes a serious problem that administrators no longer feel they can tolerate, and that parents or guardians are unable to correct, a recommendation for removal from program shall be considered by Technical Center Administration. This only happens after multiple attempts to redirect the student through parent meetings and conversations have failed.

SEARCH & SEIZURE POLICY

Desks, lockers, textbooks, and other materials or supplies loaned by the school to students remain the property of the school, and may be accessed by school administrator(s). When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated and a report will be made to an administrator who will determine whether further investigation is warranted.

By federal law, school property may also be searched by the school administrators upon reasonable suspicion on the part of the Director, Assistant Director, or Superintendent that a law or school policy is being violated.

By federal law, searches of a student's person (including clothing, pockets, backpack, purse, etc.) or vehicle while on school property will be conducted if there is reasonable suspicion to believe that a breach of school policy or law is being committed. Searches of a student's person will be conducted by a school employee of the same gender and in the presence of another school employee. (*See the section entitled Student Vehicles*)

Due Process

A student, under the age of 18, who is subject to suspension, and his/her parents or persons having legal control, shall have oral or written notice of the time, place, and nature of the suspendable offense, and an opportunity to be heard informally by the person imposing the suspension. During this informal meeting, the student is provided with an opportunity to present evidence or reasons why the suspension should not be imposed. If school authorities are unable to locate the parent or legally responsible person, the student shall be segregated under supervision or the suspension delayed until such time as the required notification is accomplished.

Hearings and Appeals

An appeal hearing is held when a complaint is filed regarding the procedures used in making disciplinary decisions. At appeal hearings, the administrator will ask only three questions at the hearing:

1. Did the manner in which the suspension was decided **violate the school's guidelines regarding proper procedures** for disciplining the student?
2. Did the administrator who rendered the discipline decision **refuse to allow appropriate information to be presented** before making the decision?

3. Is there now **substantial information that was not available** at the time of the decision which might clear the student of the disciplinary charge?

If the hearing administrator determines that there is at least one "yes" response supported by substantial, appropriate, and logical evidence, then the reversal or adjustment of the decision will be considered.

Suspensions of five (5) days or less may only be appealed to the Superintendent.

A suspension of more than five (5) days or a recommendation for removal from a technical program may be appealed to the Superintendent. The student and parent(s), or legally responsible person(s), may appear before the Superintendent.

If the student threatens to disrupt or interfere with the orderly process of any or all of the school's functions or activities; *or* creates a substantial likelihood of imminent danger to the safety of persons, the school or school property, the administrator or designee may suspend the student prior to the issuance of any notice. Within 24 hours of the suspension, written notice stating the time, place, and nature of the infraction, the duration of the suspension, and the right to be heard on a school day and during school hours as to why the suspension should not continue shall be mailed (or given to the student), and if under 18 years of age, also to a parent(s) or other person(s) legally responsible for the student.

CHAPTER 5: ATTENDANCE PROCEDURES

"A person having the control of a child between the ages of 7 and 16 years shall cause the child to attend an approved public school, an approved or reporting private school, or a home study program for the full number of days for which that school is held, unless the child:

- 1. is mentally or physically unable to attend; or*
- 2. has completed the tenth grade; or*
- 3. is excused by the superintendent or a majority of school directors."*

(VSA 16-1121, Attendance by children of school age required, Amend 1987, No. 97)

PHILOSOPHY & STANDARDS FOR ATTENDANCE

The philosophy of the attendance expectations reflects our belief that a student's daily participation in the classroom is an integral part of his/her education. We believe that attendance is directly related to success in school. Daily classroom participation and shop participation/hours, and the work habits reinforced in the classroom, are important tools for developing a well rounded individual.

Regular attendance in a class is more essential than ever before. When a student misses a class or is late for a lesson, he/she usually misses learning events and opportunities that cannot be "made up" by reading a textbook, by completing worksheets, or by copying someone else's class notes. Therefore, regular daily attendance takes precedence over other situations, such as vacations and personal appointments. Missing Technical Center classes and lab time could result in a student jeopardizing his/her opportunities to earn industry credentials, college course credit or even jeopardize program completion.

* All documented doctor, dentist, court appointments, college visits or family funerals will be considered administrative excused absences and will not count towards attendance violation. If appointments become a pattern, administrators will address the situation.

STUDENT ATTENDANCE REQUIREMENTS

Absence: If a student misses more than 20 minutes of a single block class or 60 min. of a full-day program, it is considered an absence. This only applies to Business & Leadership, Digital Media Arts 1 block classes.

Semester Program

In a semester-long program, (PreTech Outreach and Digital Media Arts only) the most absences that a student can have and still receive academic credit is 9. Students enrolled in Technical Education programs will be subject to the same attendance standards.

Year long Program

In a full year Technical Program, the most absences that a student can have and still receive academic credit is 9 for each semester.

Class Cut(s)

Any student who is present in school but fails to attend a scheduled class is subject to disciplinary action and will not be allowed to make up any missed assignments, tests, or quizzes. Disciplinary action may include suspension. A student who cuts class 5 or more times will be required to attend a parent meeting with administration of the Technical Center.

ATTENDANCE REPORTING REQUIREMENTS

School Responsibility

The school is responsible for the following:

- notifying each sending school with daily attendance.

Parent/Guardian Responsibility

The parent/guardian is responsible for:

- notifying the center (802-476-6237) within two school days after the day of tardiness or absence, with an excuse for the student's absence or tardiness
- notifying the center (802-476-6237) in advance, either in writing or via phone, for all early dismissals

Student Responsibility

The student is responsible for:

- attending and being punctual to class.
- presenting dismissal notes to an administrator in the Main Office for Spaulding students and Tech. office for all sending school students for authorization and receiving a dismissal pass **prior** to leaving the building
- reporting to Technical Center Office for an excused or unexcused tardy pass if late to school
- making arrangements with teachers to make up missed work within two days if the absence was excused

DISCIPLINARY ABSENCES FROM SCHOOL

Absence due to suspension is a disciplinary absence; there is no academic penalty for a disciplinary absence. However, while students may make up missed work without penalty, arrangements to do so must be made by the student with the teacher within two (2) days of returning to school. After that period has passed, no makeup is possible. Technical Center Lab or shop hours missed will not be available for makeup.

Barre Technical Center

Bell Schedule

Age of Majority Notification Form

I, _____, request that no correspondence from the Barre Technical Center be sent to my parents after the date of my 18th birthday: _____.(Date)

Please send all correspondence, notices, and information regarding my experiences at the to:

Name: _____

Address: _____

Phone: _____

I have explained my request to my parents/guardians and they support my decision as evidenced by their signature(s) below:

_____ (Date)

This form should be returned to the Tech. office before the Technical Center staff can implement an/or recognize this request.

(Insert Calendar - Provided separately)